



# MARIA SERENE HADAP, CHRA

To be part of a stable and growing organization; to acquire new set of skills, expand my knowledge, and leverage my learnings; and to obtain an opportunity to showcase my abilities and contribute to the progress of the organization.

## CONTACT

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## EDUCATION

### **BS PSYCHOLOGY** 2019 - 2023

Laguna State Polytechnic University- Los Baños Campus

- **Best in OJT - Clinical Setting**
- **Dean's Lister**

### **Senior High School** 2017 - 2019

Calamba Doctors' College

- **With Honors**

### **Junior High School** 2013 - 2017

Mary Belle Montessori Inc.

- **With Honors**

## ACHIEVEMENTS AND CERTIFICATION

- Certified Human Resource Associate
- Best OJT trainee in Clinical Setting (2023)
- Graduated with Honors (2019)
- Academic Awardee (2013-2019)
- Volunteer English tutor in Sirang Lupa Elementary School (2022)
- Leadership awardee of Si-Si Catechist (NGO)

## BASIC INFORMATION

- Date of Birth December 06, 2000
- Place of Birth Calamba City, Laguna
- Civil Status Single
- Religion Roman Catholic
- Nationality Filipino

## WORK EXPERIENCE

### ACBEL POLYTECH PHILIPPINES INC.

#### HR JR. ADMINISTRATOR

JULY 2023 - JANUARY 2024

- Employee Relations
- Recruitment (sourcing of applicants)
- Conduct interview to job applicants
- End to end process of employee deployment
- Coordinate corporate events (Christmas party, Halloween, monthly birthday roundtable, etc.)
- Process payroll bank accounts and government mandated registration
- Process insurance of employees
- Liquidate expenses through R6 system

### ASSISTANT PSYCHOMETRICIAN OJT

#### SERENE PERSONA ENHANCEMENT CENTER

APRIL - MAY 2023

- Conduct Psychological examinations and tests to patients.
- Conduct interview to patients

### GUIDANCE COORDINATOR ASSISTANT (OJT) LOS BAÑOS NHS - POBLACION

MARCH - APRIL 2023

- Assist in conducting investigations of guidance cases
- Assist in school clinic

### HR ADMIN OJT

#### ARKHITEKTON ASIA CORPORATION

FEBRUARY - MARCH 2023

- Assist in creating HR policy of the company
- Assist in updating company's books of account

## SKILLS

- Computer Literate (Excel, PowerPoint Presentation, Word, basic graphic design)
- Leadership experience
- Teamwork and collaboration
- Professionalism and strong work ethic
- Can adapt to changes efficiently
- Time management